

12.910 MISSING PERSONS

References:

Procedure 12.110 - Handling Mentally Ill Individuals
and Potential Suicides
Procedure 12.400 - Offense Reporting, Miscellaneous
Reporting
Ohio Senate Bill No. 321 (Effective 4/7/85)
Part 8 of NCIC Manual
Standards Manual 2.1.2, 41.2.5, 82.1.5, 82.2.1

Definitions:

The Hamilton County Mental Health Board (HCMHB)
defines categories of risk for patients in care
facilities as follows:

Category I - High Risk - The individual has
exhibited specific evidence of
dangerousness such as a suicide plan,
has made a threat against a specific
person, etc. There is clear evidence
of dangerousness, e.g., observed
indiscriminate assaultive behavior or
a complete inability to care for
self. The individual is a minor or a
legal hold.

(The Cincinnati Police Division
considers all Category I missings as
critical missings).

Category II - Moderate Risk - The evidence of
dangerousness is inconclusive.
History may indicate a potential for
aggression if provoked. May have a
history of Absent Without Leave
(AWOL) with no violent episodes.

Category III - No evidence of dangerousness (no
evidence the patient is dangerous to
self or others and can care for
self). Frequent AWOL abuser, self
return is anticipated.

Policy:

If there is any doubt about the need to make a missing person report, make the report.

Do not report as missing any responsible and competent adult whose location is unknown by their own choosing.

Procedure:**A. Who May be Reported as a Missing Person:****1. Critical Missing Person Reports.**

- a. District personnel will immediately begin a critical missing investigation and report if the person is:
 - 1) Under 12 years of age.
 - 2) A possible victim of foul play.
 - 3) In poor mental condition.
 - a) Subject is likely to do harm to self or others.
 - b) Subject is disoriented or unable to respond to simple questions regarding personal information, i.e., name, date, or place.
 - 4) In poor physical condition.
 - a) Subject has a physical impairment which severely limits self care.
 - b) Subject is dependent on life sustaining medication.
 - 5) A Category I missing.
- b. Once there is the determination the missing person fits one or more of the listed criteria for a critical missing, Police Communications Section (PCS) will dispatch a supervisor to the scene.
 - 1) The district supervisor will direct an area search if necessary.

- 2) The district supervisor will notify Personal Crimes Unit (PCU) during the hours of 0800 to 2400. From the hours 2400 to 0800, the district supervisor will notify the Criminal Investigation Section (CIS) desk.
 - a) The district supervisor will have a copy of the Missing Report faxed to PCU.
 - b) A PCU supervisor, or in his absence a shift supervisor, will decide if PCU personnel will be recalled to respond to the scene in exceptional cases requiring their expertise.
 - 1] Contact CIS to recall PCU personnel.
 - c) PCU personnel will duplicate any photographs of the missing person for radio and television station notification.
 - 1] During normal Public Information Office (PIO) hours, notify PIO to notify the media.
 - d) PCU personnel involved in the investigation will maintain a Personal Crimes Unit Investigative Report (Form 188) detailing all police actions taken to locate the critical missing.
2. A report will be filed immediately on all reported missing juveniles.
 - a. Ohio Law requires entry of missing juveniles into LEADS/NCIC computer files within 12 hours of receipt of the original report.
 - 1) To accomplish this, the officer taking the report will have it checked by a supervisor. The officer will immediately fax a copy to PCU.

3. Adults must be missing 24 hours before taking a report, unless there are extenuating circumstances.
 - a. The Telephone Crime Reporting Unit (TCRU) will make these missing reports unless extenuating circumstances exist.
4. Nonresident of Cincinnati whose location is unknown.
 - a. If the missing visitor does not meet the critical missing criteria, refer the reporting person to the police department of the missing person's residence.
 - 1) This does not preclude the officer from initiating an "Attempt to Locate" broadcast if necessary.
 - b. If the missing person meets the Division's criteria for a critical missing in Section A.1.a, follow the critical missing procedure in Section A.1.b and complete the Missing Report.
 - 1) Notify the police agency where the missing person resides.

B. Who May Report a Missing Person:

1. Any responsible adult with accurate information may report someone missing. This will include nursing home or hospital representatives who have charge of the care of the missing person.
 - a. Missing residents of Summit Behavioral Healthcare (SBH) are investigated by the Ohio State Patrol (OSP). However, when necessary, Police Division personnel will assist OSP.

C. Initial Missing Person Investigation:

1. Police officers will generally take missing person reports in person, except for adults when no extenuating circumstances exist.

2. Before making the Missing Report, the reporting officer will conduct a preliminary investigation in an attempt to locate the missing person. This may include, but should not be limited to, a search of the residence or telephone calls to such places as the Hamilton County Justice Center or the Hamilton County Morgue.
3. Report critical missings to PCS as soon as an adequate description is available.
4. Photographs and fingerprints of missing persons:
 - a. The reporting officer will attempt to obtain a small picture of the missing person. Indicate on the Missing Report that a picture is available. The picture will stay with the district/unit investigating the missing. Send the picture to PCU to attach to their copy of the Missing Report if the investigation transfers to that unit. If possible, retain pictures of all persons reported missing.
 - b. The initiating officer will ask the reporting individual if there are fingerprints available of the missing person. Indicate on the Missing Report if the fingerprints are available and where they are on file.

D. Missing Report:

1. The reporting officer will call PCS, Line 3500 or 2975, with information from the Missing Report for the radio broadcast and teletype message. PCS will teletype all missing persons and broadcast all critical missings.
2. Fax a copy to PCU.
3. Officers making missing reports for other districts will immediately fax a copy and mail the report to the district of residence of the missing person.

- a. Critical missing reports will immediately be hand carried to the district of residence, except out of town missings.

E. Follow-Up Investigation:

1. If after 14 days the missing person is not located, the district will forward to PCU a copy of the report, the photo if one is available, and its investigation documented on a Supplementary Offense Report (Form 311).
 - a. PCU is responsible for follow-up investigation after the 14 day district investigation.
2. PCU supervisors will review the 14 day investigation for accuracy and completeness.

F. Closing Missing Person Reports:

1. Upon confirming the location of a reported missing person, Division personnel will notify PCS to cancel the teletype and will execute a Form 311 containing complete information. Forward copies of the Form 311 to:
 - a. The district conducting the follow-up investigation.
 - 1) The District collator will forward a copy of the report to the Records Unit.
2. Inactive File:
 - a. Districts will file the Missing Report as inactive if the person has not returned, is not located, or there is no information as to the person's location when either:
 - 1) At the end of 30 days if the individual who reported the missing person cannot be found, and there is no further information, or

- 2) At the end of three months if the individual who reported the missing person is located, but further helpful information is unavailable.

b. Perpetual file of missing person reports:

- 1) PCU will maintain a perpetual file on all missing persons who have not been located.
 - a) PCU will enter appropriate missings in the LEADS/NCIC missing persons files.
 - 1] Check missing persons through any CLEAR terminal using a QHW query.
 - 2] Access juvenile runaway warrants from Hamilton County with a QHW query.
 - 3] When missing person's name is not known, check the missing persons file through any CLEAR terminal using the QM function.

G. Identification of Bodies:

1. PCU can assist in the identification of unidentified human bodies by using their files.
2. PCU will send the Hamilton County Coroner copies of inactive missing person reports over 30 days old.

H. Found Persons:

1. Division personnel who are unable to locate the residence, relatives, and/or other responsible friends of a found person should:
 - a. Contact PCU for assistance in interviewing the found person.
 - 1) PCU will check their records for a possible address on the subject.

- 2) If PCU is closed, take the found person to University Hospital, Social Services Department.
 - b. Contact 241-KIDS for assistance in emergency care and/or placement of a juvenile.
 - c. Complete an arrest slip according to procedures 12.555 and 12.600.
 - d. Any mentally ill person with a mental hold or who voluntarily agrees, should be returned to the particular facility that reported them missing. If the facility is unknown, the subject is violent or from outside the Hamilton County boundaries, the mentally ill person will be taken to University Hospital Psychiatric Emergency Service (PES).
- I. Out of Town Missings/Attempts to Locate, Possibly in Cincinnati, Being Investigated by Other Jurisdictions:
1. PCS will teletype this information to all districts and units.
 2. PCU is responsible for any requested follow-up investigation.
- J. Summit Behavioral Healthcare (SBH) Walkaways:
1. Forensic patients:
 - a. These patients have been charged with a crime and have been committed through adjudication or are awaiting adjudication. They fall into four categories:
 - 1) NGRI - Not guilty by reason of insanity
 - 2) RTC - Restore to competency (for trial)
 - 3) IST - Incompetent to stand trial (probated by Civil Court)

- 4) Police Holds - Emergency psychiatric admissions transferred to the SBH prior to trial
- b. When a forensic patient escapes, walks away, or is AWOL from the SBH, the OSP Hamilton Post will initiate a LEADS teletype and forward the information by fax to PCS for an all county broadcast (ACB).
 - 1) OSP will sign felony escape charges on the forensic patient and this information will be included with the ACB.
 - 2) District Four will receive a copy of the AWOL Data Sheet and will assign an investigator to assist the OSP investigator.
 - a) District Four and PCS will maintain an AWOL Data Sheet File.
 - 3) Felony warrants signed on forensic patients will be handled by District Four Investigative Unit.
- c. Forensic patients that escape will receive classification by the HCMHB as a Category I, II, or III.
 - 1) Officers must be aware that a forensic patient has been charged with a crime, and therefore the risk assessment by the HCMHB is completely independent of the patient's status as a "forensic patient."
- d. If apprehended, verify wanted status. Escape warrants will be on file at the Clerk's Office or entered in the computer.
 - 1) If the escape warrant is on file, transport the escapee to the Justice Center.

- 2) If the escape charge has not yet been filed, call the OSP Hamilton Post at 863-4060. They will forward a teletype holder to the Justice Center or advise to return the patient to the SBH.
 - e. If taken to the Justice Center, request "no bond" on the arrest report. If returned to the SBH at the OSP's request, make a Minor Accident or Aided Case Report (Form 316).
 - 1) Fax a copy of all reports to the District Four Investigative Unit Commander. District Four will forward a copy to the OSP.
 - f. Wanted escapees found inside the City will be our responsibility to transport.
 - 1) On occasion, OSP may request our assistance in picking up a prisoner in Hamilton County. This request will be coordinated through a District Four supervisor.
 - g. Call PCS teletype and request a cancellation of the ACB wanted broadcast.
 - 1) PCS will contact OSP to request cancellation of the LEADS teletype entry.
2. Civil Patients:
- a. Patients at the SBH, who are there voluntarily, or through Probate Court, will not be charged with felony escape. They can be Category I, II, or III missings.
 - 1) OSP will notify PCS as outlined above to initiate an ACB.
 - b. If found unattended within the City, return them to the SBH.

- 1) Violent patients will be transported to the University Hospital Psychiatric Emergency Room as outlined in Procedure 12.110, Handling Mentally Ill Individuals and Potential Suicides.
- c. We will not transport nonviolent SBH civil patients from group homes, other out placement sites, or family members' homes. Patients who are simply late returning on a pass, in a hospital, or in custody of another police agency are the responsibility of the SBH Campus Police. SBH Campus Police can be reached at 948-3600 for transport.
 - d. Make a Form 316 on any civil patient transported to SBH and fax a copy to the District Four Investigative Unit.
 - e. Call PCS teletype and request a cancellation of the ACB wanted broadcast.
 - 1) PCS will contact the OSP to request cancellation of the LEADS teletype entry.